

July 1, 1999

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PROPERTY AGENT**

**DEFINITION:**

Under direction, to lead and perform the more difficult and responsible professional real property work; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Performs the more difficult or sensitive negotiations involving real property transactions;
- Prepares the most complex staff appraisals or reviews the more difficult and sensitive independent fee appraisals;
- As required testifies as an expert witness in condemnation actions;
- Consults with department representatives to assist them in the solution of complex real property problems;
- Provides liaison with governmental agencies on major projects of mutual concern;
- Leads the work of and gives guidance to professional staff members;
- Assists in training;
- Prepares correspondence and reports.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** three years of experience in one or more the following areas: Appraisal/Valuation, Acquisition, Relocation, Property Management, and/or Marketing/Sales. One year of the required experience must have been with a governmental agency.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.